

FRANKLIN COUNTY CLERK OF COURTS
MARYELLEN O'SHAUGHNESSY



Unique Behaviors for Domestic e-Filings

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Request for Hearing Document Types: A Request for Hearing document type will generate a notice of hearing for electronic filings. When a motion is filed that requires a hearing, select the appropriate “Request for Hearing” document type. Reference the table below.

Document Type	When to Use
Request for Hearing- New Case	For new case filings involving a motion that needs a hearing date excluding Temporary Orders motions.
Request for Hearing- New Case Temporary Orders Hearing	For new case filings involving a motion for a Temporary Orders hearing.
Request for Hearing- Existing Case	For existing case filings if the filer is uncertain whether the hearing should be scheduled in front of a judge or magistrate.
Filing Submitted to Judge: Request for Hearing	For existing case filings when a motion needs a hearing matter set in front of a judge.
Filing Submitted to Magistrate: Request for Hearing	For existing case filings when a motion filing that needs a hearing set in front of a magistrate.
Filing Submitted to CSEA Liaison: Request for Hearing	For CSEA to request hearing dates on their filings.

591 Notice: When filing a motion involving support that requires a hearing, include the 591 Notice available as an editable pdf (i.e. Motion for Temporary Orders). The form is available from our website. Direct links for Domestic forms and 591 Notice:

<http://www.franklincountyohio.gov/clerk/DomesticForms.cfm>

<http://www.franklincountyohio.gov/clerk/docs/domestic/591Notice.pdf>

Summons and Order to Appear: Use the pdf form available through the following links when submitting a Summons and Order to Appear:

<http://www.franklincountyohio.gov/clerk/DomesticForms.cfm>

<http://www.franklincountyohio.gov/clerk/docs/domestic/SummonsAndOrderToAppear.pdf>

Note: The following proposed orders/forms may also be submitted in pdf format:

- Order Terminating Withholding
- Order to Seek Employment

Document Type from a “Filing Submitted To” Category

Document Category	When to Use
Filing Submitted to Judge	When submitting a proposed order/filing directly to the judge for signature.
Filing Submitted to Magistrate	When submitting a proposed order/filing directly to the magistrate for approval or signature.
Filing Submitted to Duty Bailiff	When submitting a proposed order for duty bailiff review prior to submission to the judge/magistrate.
Filing Submitted to CSEA Liaison	When the <u>Child Support Enforcement Agency</u> submits a proposed order or a filing that requires a hearing date.

New Case Filings Involving a Court Date and a Service Request

- After your new case is accepted, check your **Clerk's Notice of Hearing** or your **Notice of Hearing** filing to ensure that you will be available on the scheduled court date. You can find these in the **Notifications** section of the Electronic Filing system.
- **Conflict with Initially Scheduled Court Date**: The service packet will be held for 24 hrs after clerk approval to give the filer time to submit an "Initial Date Reassignment" form requesting a new date with the Assignment Office.

CSEA Notification of a Support Filing

CSEA Disbursement Section: The following signed orders will be automatically routed to a **CSEA Disbursement** queue in the eFlex system for the CSEA staff.

- Form 1 with Addendum and Notice (Order for Withholding)
- Entry Terminating Support
- Order Terminating Support
- Order Terminating Withholding
- Petition – Dissolution with Children

CSEA Enforcement section: The following document will be automatically routed to a CSEA Enforcement queue in the eFlex system.

- Lump Sum Payment Transmittal Order

Domestic Clerk Staff: If necessary, the clerk can manually route an electronic filing to a CSEA queue.

Signature Line on Proposed Orders

- Type “**Signature Page Attached**” on the signature line of a proposed order.

Temporary Orders Affidavits

- Submit Temporary Orders Affidavits by selecting “**Affidavit In Support of Temporary Orders**” from the Affidavits category. After clerk approval, the affidavits will be electronically routed to the assigned Magistrate. This will replace the process of dropping off copies to the assigned magistrate.
- When required, the parties should submit proposed withholding forms along with temporary orders affidavits. The court will complete the request for service upon approval of the proposed orders.
 - IV-D Application
 - Form 1 or Order to Seek Employment or bank account withholding
 - Form 4047
 - Form 4048

Private Judge Filings

- Proposed orders should be conventionally given to a private judge for signature.
- When submitting a signed order by a private judge use the document type “**Private Judge Filing**” for each order that needs to be filed. This document type allows you to submit your signed order as a pdf, and it can be retrieved from the **Orders/Entries** category.

Request for Service submitted with Proposed Orders

- Do not submit service requests with a proposed agreed orders/entries unless requested by the court.